

OFFICE OF THE CITY MANAGER NO. LTC # 219-2012

## LETTER TO COMMISSION

TO:

Mayor Matti Herrera Bower and Members of the City Commission

FROM:

Kathie G. Brooks, Interim City Manager

DATE:

August 21, 2012

SUBJECT: SUMMARY OF OVERTIME BY DEPARTMENT

The purpose of this LTC is to provide the Mayor and Commission with a summary of overtime by fund and by department, as requested during the review of the FY 2012/13 budget development process.

Attached is a summary of overtime across all funds, the first attachment provides a total for all overtime with total by department and by fund. The totals include regular overtime, holiday overtime paid to classified employees who work on City recognized holidays, and court overtime paid to employees who work overtime as a result of attending court hearings.

The second summary provides a breakout for the General Fund overtime by overtime type and department.

In a comparison between funds of the City, the General Fund accounts for 67% of all overtime; the Enterprise Funds 13%; Internal Service Funds 1%, Resort Tax 15% and Redevelopment Agency 4%.

It should be noted that, in the General Fund, the Police Department and the Fire Department represent the major components of the overtime budget, with the Police Department accounting for 68% and the Fire Department accounting for 25%.

The Resort Tax section of the attached summary includes overtime expenses for special events such as New Years. Spring Break and Memorial Day weekend which were previously budgeted in the General Fund Citywide budget and moved to Resort Tax in FY2011/12.

A detailed report on Fire Department overtime was previously distributed to the Commission and the Police Department overtime report is also attached.



## SUMMARY OF OVERTIME BY FUND BY DEPARTMENT (including Regular, Holiday & Court Overtime)

					13 CSL - 12	% of	% of
	2010 Actuals	2011 Actuals	2012 Adopted	2013 CSL	Adp	Change	Total
General Fund	\$ 10,417,748	\$ 10,304,355	\$ 7,759,862	\$ 8,002,585	\$ 242,723	3.1%	67%
Internal Service Funds	158,332	115,022	125,897	123,397	2,500-	-2.0%	1%
Enterprise Funds	1,593,806	1,484,901	1,436,050	1,518,300	82,250	5.7%	13%
Resort Tax	0	0	1,828,308	1,802,291	26,017-	-1.4%	15%
Redevelopment Agency (RDA)	76,254	416,873	537,036	446,784	90,252-	-16.8%	4%
Total Overtime All Funds	\$ 12,246,140	\$ 12,321,151	\$ 11,687,153	\$ 11,893,357	\$ 206,204	1.8%	100.0%

					13 CSL - 12	% of	% of
General Fund	2010 Actuals	2011 Actuals	2012 Adopted	2013 CSL	Adp	Change	Total
Ofice of the City Clerk	\$ 5,970	\$ 6,746	\$ 8,200	\$ .7,000	\$ (1,200)	-14.6%	0%
City Manager	643	0	0	0	-	. ,	0%
Human Resources	241	0	0	0	-	0.0%	0%
Finance	22	109	2,250	1,000	(1,250)	-55.6%	0%
Real Estate & Housing Community Dev	747	4,944	10,000	10,000	-	0.0%	0%
Community Services	11,766	11,085	0	0	-	0.0%	0%
Tourism & Cultural Development	118	0	0	0	-	0.0%	0%
Capital Improvement Program	6,784	2,104	6,000	6,000	-	0.0%	0%
Public Works	41,745	32,655	58,000	37,500	(20,500)	-35.3%	0%
Parks & Recreation	319,337	309,699	308,375	327,200	18,825	6.1%	4%
Police	5,707,037	6,306,459	5,411,967	5,455,200	43,233	0.8%	68%
Fire	2,504,901	2,117,035	1,842,343	1,995,685	153,342	8.3%	25%
Building	72,534	67,097	60,193	60,000	(193)	-0.3%	1%
Code Compliance	292,447	322,445	52,534	103,000	50,466	96.1%	1%
Citywide	1,453,456	1,123,977	0	0	-	0.0%	0%
Total Overtime General Fund	\$ 10,417,748	\$ 10,304,355	\$ 7,759,862	\$ 8,002,585	\$ 242,723	3.1%	100.0%

			Γ		Γ		1		13	CSL - 12	% of	% of
Internal Service Funds	201	0 Actuals	2011	Actuals	201	2 Adopted		2013 CSL		Adp	Change	Total
Fleet Management	\$	10,749	\$	15,132	\$	12,000	\$	12,000	\$	-	0.0%	10%
Property Management		126,090		73,791		85,397		85,397		-	0.0%	69%
Central Services		8,483		10,470		13,500		11,000		(2,500)	-18.5%	9%
Risk Management		-		-		-		-		-		0%
Information Technology		13,010		15,629		15,000		15,000		-	0.0%	12%
Total Overtime Internal Serv Fund	\$	158,332	\$	115,022	\$	125,897	\$	123,397	\$	(2,500)	-2.0%	100.0%

	$\top$							13	CSL - 12	% of	% of
Enterprise Funds	20	10 Actuals	2	2011 Actuals	20	012 Adopted	2013 CSL		Adp	Change	Total
Water and Sewer Fund	\$	351,977	\$	346,318	\$	333,000	\$ 337,000	\$	4,000	1.2%	22%
Storm Water		43,622		10,910		30,000	15,000		(15,000)	-50.0%	1%
Sanitation Fund		456,435		468,314		302,250	480,500		178,250	59.0%	32%
Parking Operations Fund		741,772		659,359		770,800	685,800		(85,000)	-11.0%	45%
Total Overtime Enterprise Fund	\$	1,593,806	\$	1,484,901	\$	1,436,050	\$ 1,518,300	\$	82,250	5.7%	100.0%

Resort Tax	2010 Actuals	2011 Actuals	2012	Adopted	2013 CSL	13 CSL - 12 Adp	% of Change	% of Total
E. B. 1.7		<b>*</b>		1 000	<b>.</b> 4.000	œ.	0.00/	0.40/
Finance Resort Tax	\$ -	- \$	\$		\$ 1,000	\$ -	0.0%	
Finance - Resort Tax	0	0		1,000	1,000	0	0.0%	0.1%
Code Compliance	0	0		79,000	96,000	17000	21.5%	5.3%
Fire	lo	0	ľ	150,000	87,000	-63000	-42.0%	4.8%
Police	Ó	0		1,598,308	1,600,000	1692	0.1%	88.8%
Parks & Recreation	0	0		-	18,291	18291	0.0%	1.0%
Special Events *	0	0		1,827,308	1,801,291	-26017	-1.4%	99.9%
Total Overtime Resort Tax	\$ -	\$ -	\$	1,828,308	\$ 1,802,291	\$ (26,017)	-1.4%	100.0%

<sup>\*</sup>Special Events were budgeted in the General Fund Citywide budget prior to FY 2011/12

								13	CSL - 12	% of	% of
Redevelopment Agency (RDA)	2010	) Actuals	20	11 Actuals	20	12 Adopted	2013 CSL		Adp	Change	Total
Police - Community Policing	\$	58,803	\$	411,527	\$	514,323	\$ 424,000	\$	(90,323)	-17.6%	94.9%
Property Management - South Beach Area		17,451		5,346		22,713	22,784		71	0.3%	5.1%
Total Overtime RDA	\$	76,254	\$	416,873	\$	537,036	\$ 446,784	\$	(90,252)	-16.8%	100.0%

## GENERAL FUND OVERTIME BREAK OUT BY REGULAR, HOLIDAY & COURT OVERTIME

									13	CSL - 12
REGULAR OVERTIME	20	10 Actuals	20	11 Actuals	20	12 Adopted	2	2013 CSL		Adp
Ofice of the City Clerk	\$	5,745	\$	6,746	\$	8,200	\$	7,000	\$	(1,200)
City Manager		643		0						
Human Resources		241		0						
Finance		22		109		2,250		1,000	\$	(1,250)
Real Estate & Housing Community Dev		747		4,944	ŀ	10,000		10,000	\$	-
Community Services		11,766		11,085						
Tourism & Cultural Development		0		0						
Capital Improvement Program		6,784		1,886		6,000		6,000	\$	-
Public Works		40,828		32,551		57,000		37,000	\$	(20,000)
Parks & Recreation		223,076		239,139		243,475		262,200	\$	18,725
Police		3,247,170		3,767,835	}	2,991,000		3,030,000	\$	39,000
Fire		1,551,033		1,459,952	•	1,047,095		1,314,561	\$	267,466
Building Division		72,534		67,081	ŀ	60,193		60,000	\$	(193)
Code Compliance		257,770		306,829	l	31,807		82,000	\$	50,193
Citywide		1,453,456		1,123,977						
Total	\$	6,871,815	\$	7,022,134	\$	4,457,020	\$	4,809,761	\$	352,741

					13 CSL - 12
HOLIDAY OVERTIME	2010 Actuals	2011 Actuals	2012 Adopted	2013 CSL	Adp
Ofice of the City Clerk	\$ 225	\$ -	\$ -	\$ -	\$ -
City Manager	0	0	0	0	
Human Resources	0	0	0	0	
Finance	0	0	0	0	-
Real Estate & Housing Community Dev	0	0	0	0	
Community Services	0	0	0	0	
Tourism & Cultural Development	118	0	0	0	
Capital Improvement Program	0	218	0	0	-
Public Works	917	104	1,000	500	(500)
Parks & Recreation	96,261	70,560	64,900	65,000	100
Police	823,071	711,665	754,534	751,500	(3,034)
Fire	953,868	657,083	795,248	681,124	(114,124)
Building Division	0	16	0	0	-
Code Compliance	34,545	15,345	20,727	21,000	273
Citywide	0	0			
Total	\$ 1,909,005	\$ 1,454,991	\$ 1,636,409	\$ 1,519,124	\$ (117,285)

								13	3 CSL - 12
COURT OVERTIME	20	10 Actuals	20	11 Actuals	2012 Adopt	ed	2013 CSL		Adp
Ofice of the City Clerk	\$	-	\$	-	\$ -		\$ -	\$	-
City Manager		0		0		0	0		-
Human Resources		0		0		0	0		-
Finance		0	ŀ	0		0	0	1	-
Real Estate & Housing Community Dev	1	. 0		0		0	0	1	-
Community Services		0		0		0	0		-
Tourism & Cultural Development		0		0		0	) 0	1	-
Capital Improvement Program		0		0		0	0	l	-
Public Works		0		0		0	0		-
Parks & Recreation		0		0		0	) 0		-
Police		1,636,796		1,826,959	1,666,4	133	1,673,700	1	7,267
Fire		0		0		0	0	ıl	-
Building Division		0		0		0	. 0		-
Code Compliance		132		271	-	0	0		-
Citywide		0		_0		0	0		-
Total	\$	1,636,928	\$	1.827.230	\$ 1,666,4	33	\$ 1,673,700	\$	7,267

		POLICE	POLÍCE OVERTÍME FY13 REQUEST - EXCLUDING REIMBURSÁBLES BY NON CITY ENTÍTIES	<u>auest - exclur</u>	ING REIMBURSA	BLES BY NON CI	TY ENTITIES	
	FY10 Actual	FY11 Actual	FY12 Adopted Budget	YTD Actual	FY12 Projection as of April 2012	FY12 Variance	FY13 Request	FY13 Variance
Crime Investigations	756,786	920,087	836,058	611,093	1,085,274	189,216	900,000	3,942
Manpower Shortage	921,943	829,267	815,705	758,071	1,346,301	530,597	965,000	149,295
General Fund Regular	373,194	403,311	514,500	298,089	529,393	14,893	520,000	5,500
NRO Homeless	519	10,007	9,981	11,913	21,157	11,175	10,000	19
South Pointe Other	72,241	69,018	96,934	32,830	59,102	-37,833	100,000	3,066
Other Special Events (inclduding Spring Break and New Year's Eve prior to FY 2010/11 and New Year's Eve prior to FY 2011/12)	871,475	419,391	148,309	158,076	330,234	181,926	150,000	1,691
Other Police General Fund	212,343	463,725	509,514	81,224	334,250	-175,263	385,000	-124,514
Total Police General Fund	3.439,672	3,114,806	2.991.000	1.951.295	£17.207.E	117.917	3.030,000	000 EE
Other General Fund- E-911 Prior to FY13	399,905	259,066	300,000	69,662	73,545	-226,455	0	-300,000
Other General Fund- Mem Day prior to FY12	0	857,044	0	0	0	0	0	0
Other General Fund- Parks	0	1,009	0	2,472	2,472	2,472	0	0
Total General Fund Overtime	3,839,577	4,231,925	3,291,000	2,023,429	3,781,728	490,728	000'060'6	-261,000
Court Overtime (General Fund)	1,636,796	1,826,559	1,666,433	797,125	1,647,591	-18,842	1,673,700	7,267
Holiday Overtime (Genearl Fund)	823,072	711,665	754,534	450,495	723,062	-31,472	751,500	-3,034
Total General Fund Overtime, Holiday Overtime & Court Overtime	6.299 AAS	5.770 148	5.731.067	9.3771.040	me CH3	440,414	E ARE ING	224.234
Sanitation	31,256	30,429	30,000	10,174	18,068	-11,932	30,000	0
Other Reimbursables	0	0	0	196,385	301,883	301,883	0	0
Parking	148,618	110,304	0	313	313	313	0	0
New Year's Eve (Previously budgeted under Mis. Special Events)	0	891	0	104,782	104,782	104,782	105,000	105,000
Memorial Day	0	0	916,201	16,043	916,210	6	920,000	3,799
E-911 Previously budgeted under GF)	0	0	. 0	0	0	0	130,000	130,000
Spring Break	0	653,246	682,107	847,029	847,029	164,922	680,000	-2,107
RDA- City Center -Regular Overtime	161,344	350,461	450,000	198,327	450,000	0	350,000	-100,000
RDA- City Center -Court Overtime	24,146	43,395	45,800	26,282	52,564	6,764	55,000	9,200
RDA- City Center -Holiday Overtime	18,523	17,456	18,523	11,570	23,140	4,617	19,000	477
Grand Total Overtime	6,640,662	7,915,480	7,790,275	4,644,102	8,790,666	1,050,705	7,670,200	(120,075)

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